



City of Nashua

Central Purchasing

229 Main Street

Nashua NH 03060

March 6, 2015

REQUEST FOR PROPOSALS

Universal Wastes (Electronics/Fluorescents) Recycling Program RFP1058-032715

The City of Nashua, NH, Division of Public Works invites proposals from qualified firms to provide a complete recycling program for certain universal wastes, including electronics, fluorescent bulbs and ballasts from the Four Hills Landfill / Nashua Recycling Center. The following services shall be included: providing the necessary 100-yard trailers for a drop and swap operation at the Nashua Recycling Center, providing a regular weekly pickup of the trailer, loading fluorescent boxes on the truck, transporting materials to a Materials Processing Facility, and sorting, preparing and marketing the materials for recycling, in accordance with all local, state and federal environmental regulations. Drivers are responsible for clearing snow from trailers before transport.

The contract award will be for three years, subject to annual budget appropriations and at the City's discretion, commencing on or about July 1, 2015 and ending June 30, 2018.

INSTRUCTIONS TO VENDORS:

All proposals must be submitted in **triplicate** with **one (1) original and two (2) copies**, no later than **2:00 PM, Friday March, 27, 2015** c/o Central Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 in a sealed envelope clearly marked "**Proposal for Universal Waste (Electronics/Fluorescents) Recycling**". Proposals must be submitted in the format provided and address the items specified in the proposal specifications. Results will be posted on the web site, under Bid Results, within twenty-four (24) hours of opening. Please note, because the award will not be based solely on pricing alone, no dollar amounts will be posted.

Delivery of the Bids shall be at the Vendor's expense. The time of receipt shall be considered when a Bid has been officially documented by the Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the Vendor's responsibility.

Postmarks or other timestamps will **not** be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submissions prior to the date and time.

All proposals are binding for ninety (90) days following the deadline for submission of proposals, or until the effective date of any resulting contract, whichever is later.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful participant against the City of Nashua. The City reserves the right to negotiate with the lowest responsible bidder for a lower bid price when the best interests of the City will be served. A sample contract is attached. (Document RFP1058-032715 SAMPLE CONTRACT). All terms and conditions noted in Section 800 of the City of Nashua Purchasing Manual shall apply. Information is available on the Nashua web site.

The City of Nashua assumes no liability for the payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposals is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited

Certificates of Liability and Workmen's Compensation Insurance must be filed by the successful contractor prior to commencement of work. Liability limits are as follows:

- General Liability: \$1,000,000 per Occurrence
 \$2,000,000 Aggregate
- Motor Vehicle Liability: \$1,000,000 Combined Single Limit
 ***Coverage must include all owned, non-owned and hired vehicles.**
- Workers' Compensation Coverage according to Statute of the State of New Hampshire:
 \$100,000 / \$500,000 / \$100,000
 *(Sole Proprietors **not** subject to Workers' Compensation requirements)*

The City of Nashua must be named as an additional insured.

A sample of the City's contract will be provided. Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

The following is the solicitation schedule for this procurement:

	Date	Time
Deadline for visits or questions to be submitted in writing *	Thursday March 12, 2015	4:00 PM
Answers/clarifications posted	Friday March 20, 2015	1:00 PM
Bid Due	Friday March 27, 2015	2:00 PM Purchasing Department
Award Date	TBD	TBD

*All inquiries concerning this RFP including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing**, citing the RFP title, RFP number, Page, Section, and Paragraph and submitted to the following RFP Solicitation Coordinator:

Sally Hyland
Recycling Coordinator
Solid Waste Department
840 West Hollis St.
Nashua Recycling Center
Nashua NH 03062
Email: hylands@nashuanh.gov

Vendors are encouraged to submit questions via email; however, the City assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the City's RFP Solicitation Coordinator (see above) **no later than Thursday March 12, 2015 at 4:00 PM**. Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change and, if reasonable and appropriate, will issue an addendum to clarify or modify this IFB. Answers to vendor submitted questions and other addenda will be posted under document **RFP1058-032715** on the City of Nashua website; www.nashuanh.gov under Citizen Favorites, Current Bid Opportunities no later than **Friday March 20, 2015, at 1:00 PM**.

The City of Nashua reserves the right to discontinue the selection process at any time. All contracts and awards are subject to funding approval. There will be no reimbursement to any candidate if selection is terminated.

The City is exempt of all taxes. All firms must comply with all applicable Equal Employment Opportunity laws and regulations.

Pursuant to NRO 5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a (supplier) contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact Sally Hyland, Recycling Coordinator, via email at hylands@nashuanh.gov with questions relating to this Request for Proposals.

Respectfully,

Mary Sanchez, CPPB

Mary Sanchez, CPPB
Purchasing Agent II
City of Nashua

**UNIVERSAL WASTES (Electronics / Fluorescents)
RECYCLING PROGRAM
RFP1058-032715**

The City of Nashua seeks proposals for recycling of universal wastes, including, but not limited to, electronics, fluorescent bulbs and ballasts, from the Nashua Recycling Center at the Four Hills Landfill, located at 840 West Hollis Street, Nashua NH. The Vendor shall provide drop and swap trailers (100 yard) for loading, transportation to their certified recycling facility and de-manufacturing and marketing the materials for recycling.

Proposals shall identify staffing, equipment, process, fee schedule for various types of fluorescent bulbs and ballasts, reports of e-waste volumes and documentation of their disposition, and related experience on similar projects, as well as other specifications as listed below.

In the selection process, consideration will be given to several factors, including price, performance record, experience with similar projects, security assurances, compliance with state and federal regulations, and environmental impact of the recycling method and downstream disposition of materials.

The City reserves the right to visit a potential vendor's processing facility prior to the award of proposals.

Questions concerning this specification should be directed to Sally Hyland, Recycling Coordinator, via email at hylands@nashuanh.gov

GENERAL SPECIFICATIONS

1. Electronic waste, as defined by the City includes computer components, home office equipment (printers, copiers, scanners, fax machines), TVs, VCR's, DVD and CD players, audio/stereo equipment, radios, cell phones and other small electronic devices, and all video display devices greater than 4" (diagonal).
2. The Vendor must provide a standard weekly pickup at the Four Hills Landfill / Nashua Recycling Center. Pickup shall be on an agreed upon weekday (Monday through Friday), between the hours of 8:30 am and 3:00 pm. Additional pickups may be scheduled as needed.
3. The Vendor shall provide an adequate supply of Gaylord boxes and pallets for storage of the electronics, as well as boxes for 2', 4' and 8' fluorescents lamps, and pails for ballasts.
4. The Vendor agrees to accept the scale receipts of the Four Hills Landfill as the official measure of weight. One ton weighs two thousand pounds.
5. The Vendor shall provide a "Certificate of Recycling" report for each pickup that documents the number and type of equipment in the load; the report shall be submitted by the end of the week following the pickup. Certificates of destruction or disposal shall be submitted with the report, when appropriate.
6. The Vendor shall agree to maintain in good stead all applicable State, Local and Federal permits.

**UNIVERSAL WASTES (Electronics / Fluorescents)
RECYCLING PROGRAM
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**GENERAL SPECIFICATIONS
(con't)**

7. The Vendor shall present a complete description and documentation of the processing, recycling, resale and disposal / disposition of the electronic waste that would be expected in a household electronic waste stream.
8. The term of an Agreement would be for three (3) years, subject to annual budget appropriations and at the City's discretion, commencing on or about July 1, 2015 and ending June 30, 2018.
9. The Vendor agrees to provide a tour of the facility, if requested, within one week of the proposal submittal date.
10. The Vendor shall provide contact information for at least three municipalities that receive services similar to those required in this RFP.
11. The Vendor agrees to include the City in all special reduced pricing agreements that are made available through any special manufacturer partnership program.

**UNIVERSAL WASTES (Electronics / Fluorescents)
RECYCLING PROGRAM
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SUMMARY SHEET

Proposal price to include providing drop and swap trailers, pickup and transportation, de-manufacturing, sorting and processing for recycling / proper disposal of universal wastes, including electronics, fluorescent bulbs and ballasts, collected at the Four Hills Landfill and Recycling Center from July 1, 2015 through June 30, 2018, subject to annual budget appropriations and at the City's discretion.

Price per pound: \$ _____

Exceptions to price: _____

Attachments:

1. Schedule of prices for fluorescent bulbs, ballasts, and other universal wastes.
2. Plan / documentation regarding the following requirements:
 - Experience with similar projects.
 - List of 3 reference communities, similar in profile to Nashua NH.
 - Description of security assurance to prevent theft of personal / confidential information in the processing and disposition of e-waste.
 - Documentation of regulatory compliance.
 - Explanation of processing, environmental impact and down-stream disposition of waste.
 - Insurance Certificates

Company Name & Address: _____

Phone: _____ Fax: _____

E-mail: _____

(Authorized Signature)

(Date)

(Printed / Typed Name & Title)